

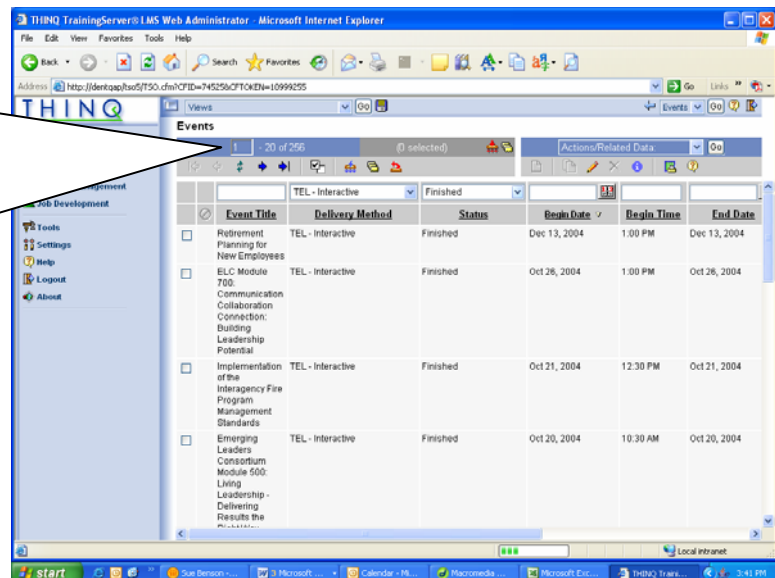
FINISHED COURSES – SECTION 1 – EMPLOYEES WHO PRE-REGISTERED

You may have 2 situations when you “finalize” the roster for the course. You will have those employees who were pre-registered and are placed on the standby list and those employees who did not register but showed up.

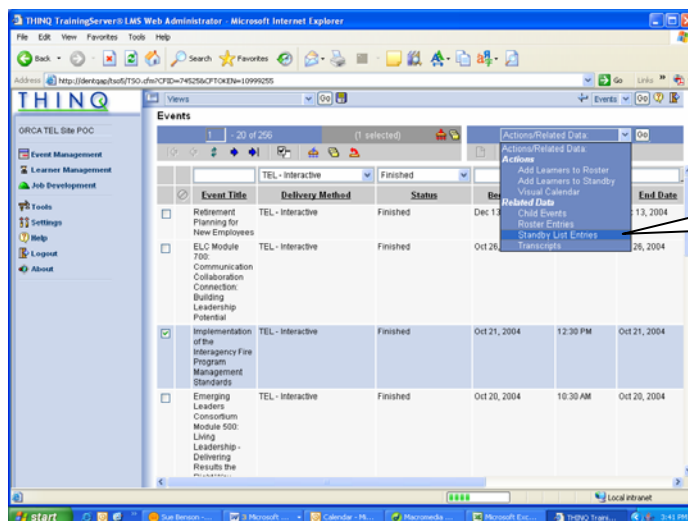
- This section goes over how to finalize the roster for those employees who registered.
- Section 2 goes over those employees who “showed up but never registered”.

1. Select View “Finished Courses-select Standby List then Move to Roster, click the Go button.
2. The below screen will appear with all finished TEL events. The most recent course will appear on the top. Notice that the Delivery Method is TEL–Interactive, the Status is Finished, Location is TEL.

Notice the 1-20 of 256?
This indicates that there are 256 finished TEL events. Use the bottom and right hand blue scroll bars to navigate down and to the right. Also, if more than 20 items, the navigation “buttons” will be highlighted in blue to navigate to the “next” page.



3. Locate the TEL finished event, click in the row of information and it will be highlighted in blue.
4. In the Actions/Related Data drop down menu, click on Standby List Entries then click the Go button.



Actions/Related Data
-select Standby List Entries
-click on Go Button

5. This next screen will bring up a list of all the employees who registered for the course. First check to see how many employees are on the “Standby List”. The course below has 15 employees. You have 4 options to locate the employee(s).

- Use the bottom or right scroll bars or use the navigation arrows until you locate the employee(s).
- Type in the Organization Code – 6th column. You can type in 1, 2, 3 or all 4 numbers of the Org Code. If your park/unit has only one code then you would type in all 4 characters. If your park/unit has multiple codes, then you probably want to type in just the first 2 or 3 characters of the code. After typing in the org code, hit enter.
- Type in the Organization – type in the name of the park/unit and hit enter.
- Type in the Learner – example SMITH,JOHN (this search is not recommended).

In all instances, you may need to navigate through the employee data using your blue navigation arrows or the bottom and right scroll bars. To select multiple employees, hold the control key down and click in the row of information.

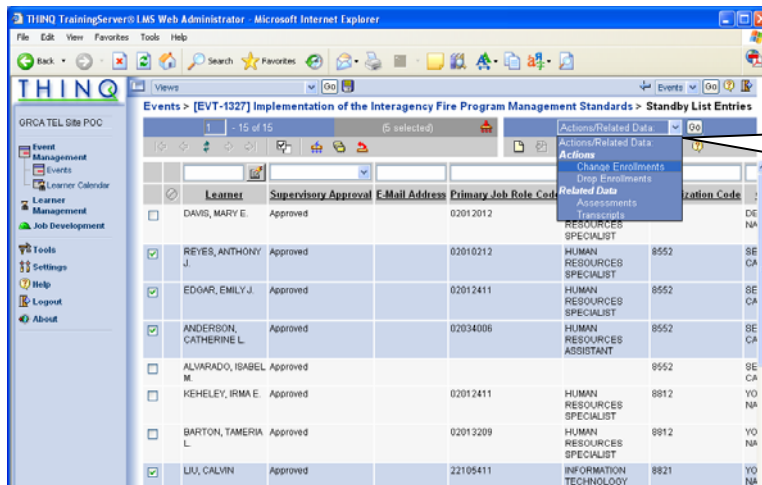
This tells you how many employees you have selected

Type in park/unit name

Type in park/unit organization code – 1 to 4 numeric characters

Learner	Supervisory Approval	E-Mail Address	Primary Job Role Code	Primary Job Role	Organization Code
<input type="checkbox"/> DAVIS, MARY E	Approved		02012012	HUMAN RESOURCES SPECIALIST	8135
<input checked="" type="checkbox"/> REYES, ANTHONY J.	Approved		02010212	HUMAN RESOURCES SPECIALIST	8552
<input checked="" type="checkbox"/> EDGAR, EMILY J.	Approved		02012411	HUMAN RESOURCES SPECIALIST	8552
<input checked="" type="checkbox"/> ANDERSON, CATHERINE L.	Approved		02034006	HUMAN RESOURCES ASSISTANT	8552
<input type="checkbox"/> ALVARADO, ISABEL	Approved				8552
<input type="checkbox"/> KEHELEY, IRMA E.	Approved		02012411	HUMAN RESOURCES SPECIALIST	8812
<input type="checkbox"/> BARTON, TAMERIA L.	Approved		02013209	HUMAN RESOURCES SPECIALIST	8812
<input checked="" type="checkbox"/> LIU, CALVIN	Approved		22105411	INFORMATION TECHNOLOGY SPECIALIST	8821
<input checked="" type="checkbox"/> HAWKINS, TRUDY M.	Approved		0201AX12	HUMAN RESOURCES	8812

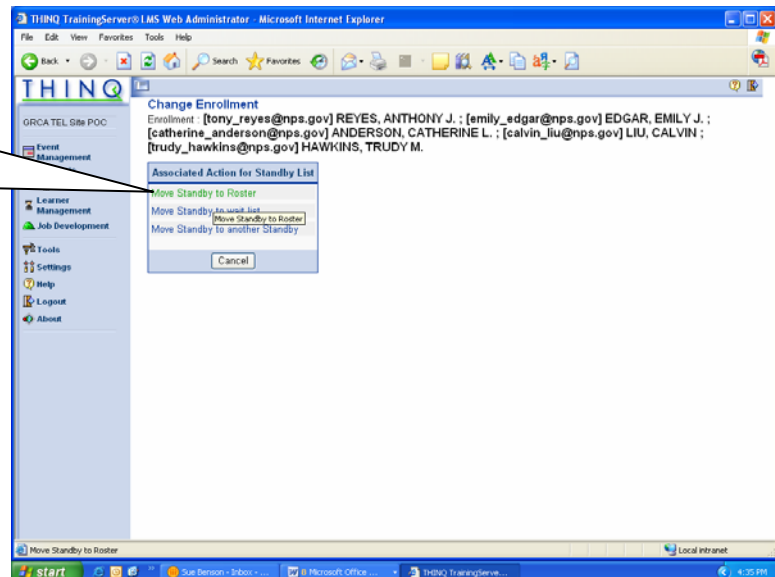
- Once you have found and selected the employee(s), click on Action/Related Data and select the Action “Change Enrollment”, click the Go button



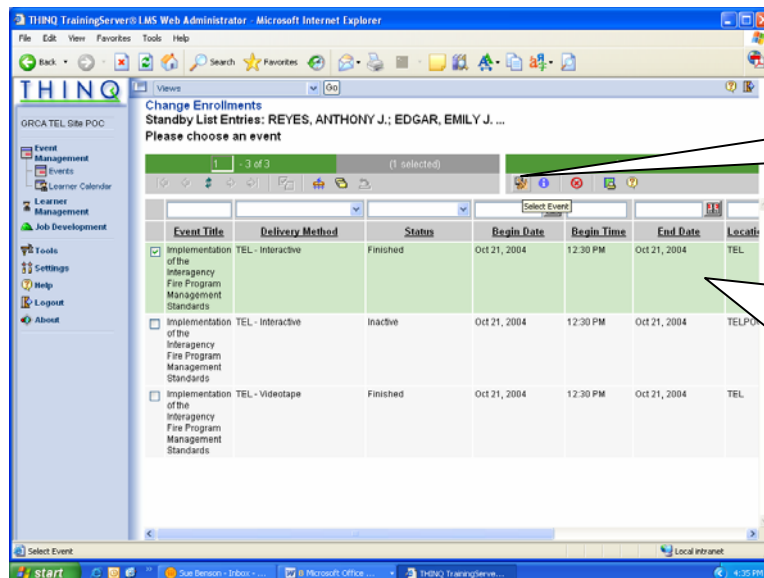
Actions/Related Data
Select Change Enrollments

- On this screen verify the list of employees' you have selected. In the Associated Action for Standby List box, select “Move Standby to Roster” – click once so the font color turns green.

Verify employees; click on “Move Standby to Roster”-words will turn green



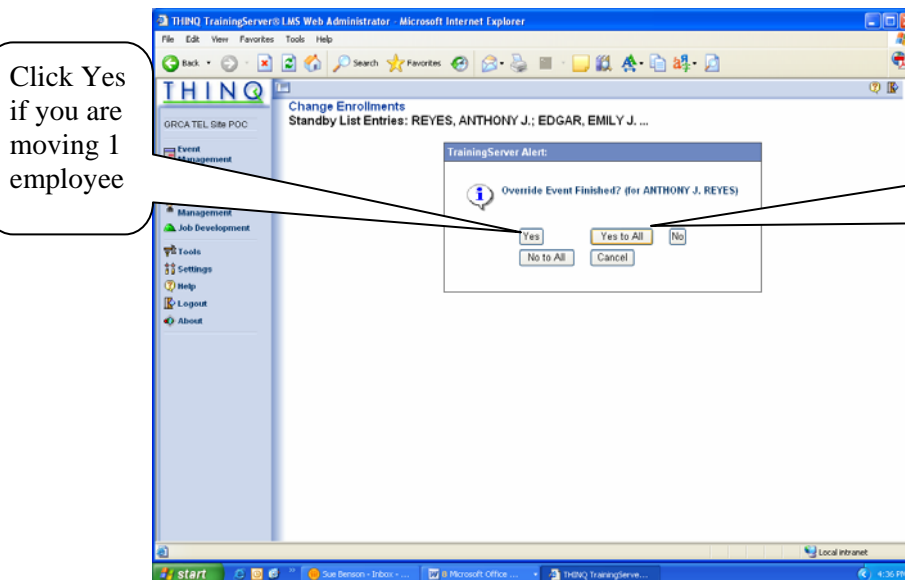
8. This next screen asks you to choose the event again. However, the event is already highlighted in green for you. Verify that this is the correct course, the date is accurate, the status is Finished, the Delivery Method is TEL-Interactive and the Location Code is TEL. Then click on the pointer finger on the button icon to select the event.



Click on the pointer finger on the button icon to select event

Verify that this is the correct course.
Status = Finished,
Date(s) is/are correct
Delivery Method = TEL Interactive
Location Code = TEL

9. The next screen asks if you want to override Event Finished? Click YES for one employee, click YES TO ALL if multiple employees.

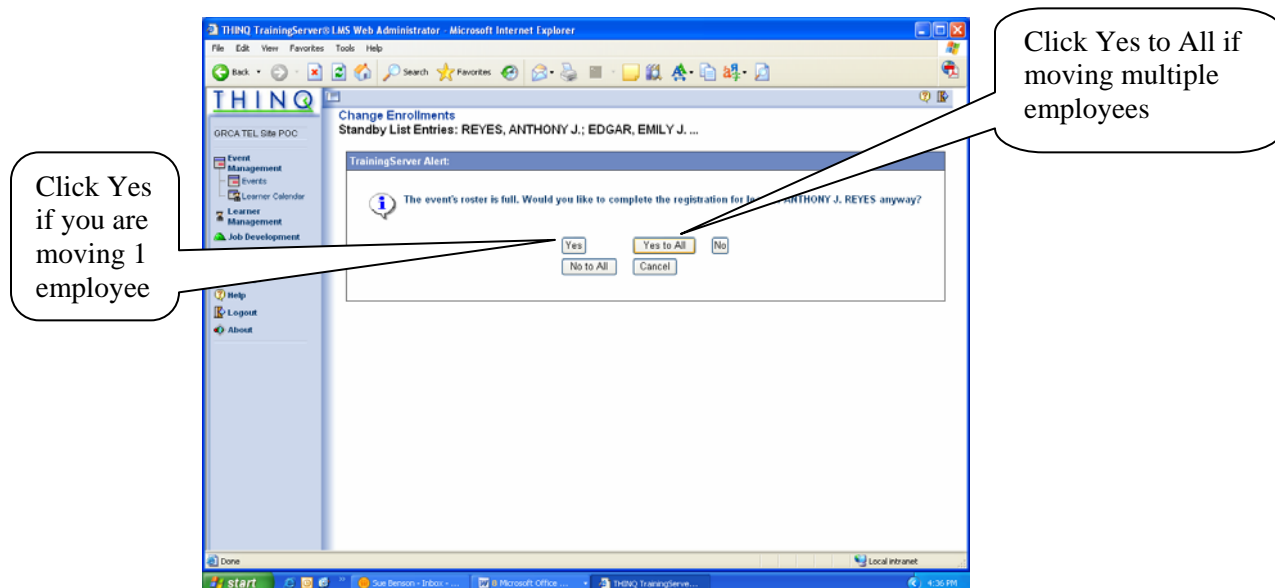


Click Yes if you are moving 1 employee

Click Yes to All if moving multiple employees

10. The next screen comes up with a TrainingServer Alert box “The event’s roster is full. Would you like to complete the registration for learner TEL Site POC anyway?” Click on YES for 1 employee, Click YES TO ALL if multiple employees.

FYI: For TEL events, the roster is always full. The reason is because TEL courses do not have a minimum or maximum student limit. Thus, we set the minimum and maximum numbers of students to zero.



11. Congratulations! If you get this screen you have successfully finalized the “roster”.

- Return to Standby List Entries
- Show details – shows the learner code and approved status

